

ADPP 263-81-1

8 December 1981

MEMORANDUM FOR: Executive Officer to the DDA

FROM:

Assistant Director for Policy and Planning
Office of Finance

SUBJECT: Travel Reduction Plan

REFERENCE: DD/A 81 - 2426/1 11/25/81

1. Per reference request, suggested ideas to incorporate in subject plan for the Agency are as follows:

- Make maximum Agency use of the GSA contract service agreements with the commercial carriers for discount transportation on designated "city-pair" routes in the U.S.

- Allow Agency use of commercial travel agency services where possible to realize discounts or savings not obtainable under GSA contracts.

- Adopt a single subsistence reimbursement system for all Agency travel, "locality based" flat rate per diem, to streamline voucher processing and reduce costs.

2. The substance of the above suggestions are undergoing USG study as Interagency Travel Management Improvement Projects and one (GSA contract) has been in use since 1980.

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